



Departmental Standard Operating Procedure (DSOP)

DSOP No. 26-01

Effective: August 13, 2026

SUBJECT: TIMETRAK DATA MANAGEMENT

PURPOSE and SCOPE: This policy establishes the use of biometric timekeeping devices to record time and attendance for applicable employees of the Miami-Dade Aviation Department (MDAD). It also outlines the procedures for collecting, storing, using, and deleting data processed through the TimeTrak System.

I. AUTHORITY:

- A. Florida Statutes, Chapter 119, Public Records Law
- B. Departmental Standard Operating Procedure No. 00-01, Departmental Standard Operating Procedures
- C. Chapter 25-1.2 Miami-Dade County Code, Chapter 25 Miami-Dade Aviation Department Rules and Regulations

II. DEFINITIONS:

- A. Biometric Identifier: A physical characteristic used to verify an individual's identity in connection with the TimeTrak System. The Biometric Identifier used by the TimeTrak System is a person's face to determine facial geometry, including a measurement of a person's unique facial structures, eye distance, nose shape, and jawline contour.
- B. Biometric Template: An encrypted binary computer file representing a tiny subset of an individual's Biometric Identifier. The file contains no image data and an individual's Biometric Identifier cannot be reconstructed from it.
- C. MDAD TimeTrak Server: A secure on-premises electronic database system used by MDAD to store employee, Biometric Templates, Thumbnails, and Timekeeping Records.

Departmental Standard Operating Procedure (DSOP)

DSOP No. 26-01

Effective: August 13, 2026

- D. Thumbnail: A low-resolution bitmap image of an individual's face.
- E. Timekeeping Employees: All non-job basis employees of MDAD (employees with job classifications that are eligible for overtime compensation), excluding employees with the job position titles of Airport Executive Secretary and Airport Sr. Executive Secretary.
- F. Timekeeping Records: A documented log of an employee's work time entries recorded on the TimeTrak System.
- G. TimeTrak: The timekeeping solution provider authorized for use by MDAD.
- H. TimeTrak Facial Biometric Timekeeping Device: A time clock device that uses facial geometry to identify employees and authenticate their work time entries.
- I. TimeTrak Software: The timekeeping and attendance software used to support the TimeTrak Facial Biometric Timekeeping Devices.
- J. TimeTrak System: The combined system that uses the TimeTrak Software and the TimeTrak Biometric Timekeeping Devices to electronically record time and attendance for Timekeeping Employees.

III. POLICY:

This policy applies to all Timekeeping Employees of the Miami-Dade Aviation Department (MDAD). Employees will utilize the TimeTrak Facial Biometric Timekeeping Device (the Device) to record their work time and attendance. Timekeeping Employees are required to complete the biometric enrollment process as instructed by the Human Resources Division.

A Timekeeping Employee's Biometric Identifier will only be used to authenticate and record work time and attendance.

In accordance with Florida Statutes, Chapter 119, Public Records Law, records maintained by a government agency must follow the records retention schedules established by the Florida Department of State (Division of Library and Information Services). Under this requirement, MDAD will retain an employee's Biometric Template, Thumbnail, and Timekeeping Records for a minimum of five (5) fiscal years, measured from the end of the fiscal year in which the employee's last time entry occurs, and will thereafter be permanently deleted.

IV. PROCEDURES:

A. Biometric Enrollment:

The Human Resources Division will administer the biometric enrollment process for applicable employees. During enrollment, the Device will perform a facial scan to capture a high-resolution image of the employee's Biometric Identifier. The Device will temporarily store this image and use it to create the employee's Biometric Template and Thumbnail. Once generated, the Device will immediately delete the high-resolution image and transmit the Biometric Template and Thumbnail to the MDAD TimeTrak Server (the Server). The employee's Biometric Template will be stored on the Server in an encrypted format and linked to the employee's profile within the TimeTrak Software. The Thumbnail will also be stored on the Server and used as the employee's profile picture within the TimeTrak Software.

B. Work Time Entries:

For each work time entry, the Device will perform a facial scan to capture a high-resolution image of the employee's Biometric Identifier and generate a new Biometric Template. Once the template has been generated, the Device will delete the high-resolution image. The new template created for the time entry will be compared and matched to the template created during enrollment. This process authenticates the employee and records the corresponding time entry. Once the matching process is complete, the Biometric Template generated for that specific time entry will be deleted. The authenticated entry will be stored as a Timekeeping Record on the Server.

C. Retention and Deletion:

An employee's Biometric Template, Thumbnail, and Timekeeping Records will be retained on the Server for a minimum of five (5) fiscal years, measured from the end of the fiscal year in which the employee's last time entry occurs. Following the required retention period, the Human Resources Division will ensure that the employees' Biometric Template, Thumbnail, and Timekeeping Records are permanently deleted from the Server.

V. ENFORCEMENT:

1. MDAD does not accept any liability when actions are in violation of this policy.
2. Employees who violate this policy may be subject to appropriate administrative action as defined and deemed appropriate by the MDAD Human Resources Division and Department Management.

VI. AMENDMENTS:

The Department reserves the right to amend this operating policy at any time based on current law, Miami-Dade County policies and operating needs.

VII. REVOCATION:

Revocations and removal of established Department policies require written justification by requesting division management for review and concurrence by the Department's Aviation Regulatory Compliance and Audit Division (ARCA). Upon written concurrence, the revocation request will be submitted, by ARCA, for approval by the Aviation Director. Should the written directive be an Operational Directive, the authorized revocation justification will be sent to the Clerk of the Board for filing with the original Operational Directive under revocation. All approved revocation justification memoranda shall be posted to the Department's Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

VIII. SEVERABILITY:

If any court of competent jurisdiction determines that any provision in this policy is illegal or void, that provision shall be nullified and the remainder of this policy shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to impose a charge, fee, or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Miami-Dade County Board of County Commissioners.

Approved By:



Ralph Cutié, Aviation Director

Date: 8/13/26